

ETEXT ATTACHMENT

[BEGIN TEXT]

02/24/2003 23 : 25

Mr. John D. Gibson
Assistant Staff Director
Reports Analyst Division
Federal Election Commission
999 E Street, NW
Washington, DC 20463

Reference: Amended 30 Day Post-General Report (10/17/02-11/25/02), dated 12/12/02

Dear Mr. Gibson:

This letter is in response to your request for additional information regarding the above referenced report.

The Committee's standard procedure with regard to "best efforts" is as follows. The Committee's initial solicitation materials contain the request for occupation and employer information. If this information is not provided, a letter is sent to the contributor no later than 30 days after the receipt of the contribution requesting this information once again. This letter clearly asks for the missing information without soliciting a contribution, informs the contributor of the federal law requirements for reporting this information, and includes a pre-addressed return envelope. The Committee maintains copies of second requests, updates its records, and amends reports or adds the information on the next report when the information is obtained.

If you have any further questions, please feel free to contact the Committee.

Sincerely,

Gloria Simmons
Treasurer
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